

**OPERATIONS
193rd Special Operations Group**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume in the Operations function of the Air National Guard (ANG) EC-130E Unit.
- 2. Authority.** AFI 36-2201, *Developing, Conducting, and Managing Training*, AFI 2208, *US Air Force Helicopter Aircrew Training*, AFI 10-707, *Spectrum Interference Resolution*, and AFI 11-401, *Flight Management*, formerly AF and ANG 50-, 51-, 55-, and 60-series, contain policy and procedural guidance for the Operations function. This ANGMS has been developed in accordance with functional review procedures outlined in AFMAN 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
- 3. Applicability.** This ANGMS applies to the 193rd Special Operations Group, Harrisburg International Airport, Middletown, Pennsylvania only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 24 June 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. Not applicable.
- 5. Application Instructions:**
 - a. A constant manpower requirement of one authorization will be provided for this work center.
 - b. The manpower requirements for the Operations work center, FAC 3100-A, has been determined as essential, and regardless of increases or decreases in workload or changes in the Man-hour Availability Factor, these requirements will continue to exist.
 - c. AF Form 1113, Standard Manpower Table, (attachment 2) reflects the total required manpower by grade and skill.
- 6. Statement of Conditions.** Normal hours of operation for this work center are 8 hours per day, 5 days per week.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Acting Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**OPERATIONS****193rd Special Operations Group****DIRECT:****1. MANAGEMENT:****1.1. DIRECTS SUBORDINATE WORK CENTER ACTIVITY:**

1.1.1. DEVELOPS DIRECTIVE. Develops directive by researching, drafting, proofreading typed copy, and signing completed directive as required.

1.1.2. INSPECTS WORK IN PROGRESS. Inspects work being performed by subordinate.

1.1.3. COORDINATES WORK CENTER ACTIVITY. Coordinates with supervisor and other unit or agency on subordinate personnel work center status.

1.1.4. INFORMS PERSONNEL. Informs personnel on matter affecting individual or work center status.

1.1.5. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, determines duty assignment, and prepares personnel schedule for subordinate work center.

1.2. ADVISES AND COORDINATES:

1.2.1. ADVISES COMMANDER AND STAFF. Advises on matter related to Operations.

1.2.2. COORDINATES WITH OTHER AGENCY.

1.2.3. PREPARES REPORT. Prepares report on operation status of subordinate work center and forwards to Air National Guard Readiness Center (ANGRC).

1.3. ADMINISTERS SUBORDINATE WORK CENTER PERSONNEL:

1.3.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.

1.3.2. RATES PERFORMANCE:

1.3.2.1. PREPARES PERFORMANCE REPORT. Prepares performance report by researching, evaluating, drafting, proofreading typed copy, marking box, and signing completed report.

1.3.2.1.1. PREPARES ENLISTED PERFORMANCE REPORT.

1.3.2.1.2. PREPARES CIVILIAN EVALUATION.

1.3.2.1.3. PREPARES OFFICER PERFORMANCE REPORT.

1.3.2.2. PREPARES INDORSEMENT TO ENLISTED PERFORMANCE REPORT. Prepares indorsement to enlisted performance report by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

1.3.2.3. NOMINATES PERSONNEL FOR AWARD. Prepares recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed recommendation, as required.

1.3.3. COUNSELS PERSONNEL:

1.3.3.1. COUNSELS SUBORDINATE PERSONNEL. Counsels subordinate on performance and progress in career development, suggests area for improvement, and commends subordinate's effort.

1.3.3.2. COUNSELS AND ASSISTS. Counsels and assists subordinate with morale, welfare, and disciplinary problem; and takes necessary action to correct condition and maintain discipline.

1.4. REVIEWS INCOMING DISTRIBUTION. Reviews distribution for information and assigns project officer to item that requires action.

1.5. REVIEWS OUTGOING CORRESPONDENCE. Reviews for accuracy and completeness and signs when applicable.

1.6. REVIEWS REPORT AND STATISTICAL DATA. Reviews internally generated statistical data maintained in subordinate work center for impact on work center status and identifies possible trend that requires management action.

1.7. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives and assists visitor, inspector, or other official; and, when required, escorts in restricted or controlled area.

1.8. INSPECTS FACILITY. Periodically inspects facility for housekeeping, safety, fire hazard, or equipment condition that requires attention.

1.9. INVESTIGATES MISHAP OR INCIDENT. Investigates mishap or incident involving subordinate work center personnel and prepares required report and associated correspondence.

1.10. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion.

1.11. ATTENDS MEETING:

1.11.1. PREPARES FOR MEETING, BRIEFING, OR CONFERENCE:

1.11.1.1. PREPARES TO ATTEND A MEETING, BRIEFING, OR CONFERENCE. Gathers information and reference material needed for participation in a meeting, briefing, or conference.

1.11.1.2. PREPARES TO CONDUCT A MEETING, BRIEFING, OR CONFERENCE. Gathers information and reference material in preparation for conducting a meeting, briefing, or conference.

1.11.2. CONDUCTS OR ATTENDS A MEETING, BRIEFING, OR CONFERENCE.

1.12. MONITORS INTERNAL TRAINING:

1.12.1. REVIEWS TRAINING PROGRAM. Reviews training program for subordinate work center personnel and maintains record.

1.12.2. READS PUBLICATION. Maintains job proficiency by reading applicable technical and standard publication.

1.13. PREPARES BUDGET. Prepares input to unit resource manager by researching, evaluating, coordinating, drafting, and forwarding estimate. Answers follow-on inquiry on estimate.

1.14. PARTICIPATES IN OPERATION, EXERCISE, OR INSPECTION. Participates in or evaluates operation, exercise, or inspection.

1.15. REVIEWS FLYING SCHEDULE. Reviews, evaluates, and approves flying schedule.

1.16. EVALUATES AIRCREW QUALIFICATION. Evaluates aircrew flight check conducted by Standardization and Evaluation (Stan/Eval) section and reports on AF Form 8, *Certificate of Aircrew Qualification*.

1.17. DIRECTS FLYING ACTIVITY DURING EMERGENCY CONDITION. Directs flying activity of the unit during emergency condition and coordinates on procedure connected with an aircraft emergency.

1.18. ASSIGNS REPORT RESPONSIBILITY. Determines requirement for report, assigns responsibility for data collection and report preparation, and reviews and approves completed report.

1.19. PROVIDES LATERAL OPERATIONAL SUPPORT. Coordinates support of higher headquarters directed mission involving aircraft from other ANG, AF Reserve, or Air Force unit.

1.20. SERVES AS PRESIDENT OF AIRCRAFT ACCIDENT INVESTIGATION BOARD.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|--|-------|-------|----------------------|------------------------------|--|--|--|--|--|--|--|
| WORK CENTER/FAC Operations/FAC 3101-A 193rd Special Operations Group | | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | |
| | | | | Constant Manpower | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Operations Officer | 00036 | CIV | 1 | | | | | | | | |
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| | | | 1 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |